

OVERSIGHT COMMITTEE ON PUBLIC RECORDS

Regular Meeting December 16, 2015

15-12-16-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, December 16, 2015. The meeting was called to order by Chairman Luke Britt, Public Access Counselor, at 1:32 p.m. in Conference Room 10, Indiana Government Center South-First Floor.

Members present constituting a quorum: Christopher Anderson, Designee for Mike Pence, Governor; Pam Bennett, Director, Indiana Historical Bureau; Mike Bozyski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Luke Britt, Public Access Counselor; Jim Corridan, Director & State Archivist, Indiana Archives and Records Administration; Erin Kellam, Designee for Jessica Robertson, Commissioner, Department of Administration; Jacob Speer, Director, Indiana State Library.

Members absent: Mallory Long, Designee for Connie Lawson, Secretary of State; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology; Kurt Webber, Lay Member.

Commission staff in attendance: Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management.

Guests: Ted Cotterill, PLA.

15-12-16-02

NEXT MEETING

Luke Britt announced the next meeting would be held January 20, 2016 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

15-12-16-03

PREVIOUS MEETING

A motion was made by Mike Bozyski and seconded by Erin Kellam to approve the minutes of the November 18, 2015 meeting. Motion carried.

15-12-16-04

OLD BUSINESS

Historical Records at Archives – Jim Corridan stated there was a paper distributed entitled Historical Record Series with four (4) additional historic retention record series. Mr. Corridan stated they are all obsolete records that are in the holdings in the State Archives and which may still exist at the County or State level but are no longer created. Mr. Corridan asked that the Oversight Committee adopt the four (4) additions to the appropriate schedules. Mr. Corridan stated all four (4) of them are County/Local government records. Pam Bennett made a motion to approve the four (4) County/Local records to the retention schedule for Historical Record Series in the State Archives, seconded by Jim Corridan. Motion carried.

County/Local General Retention Schedule-GEN 10-43 Routine Surveillance Recordings Change – Jim Corridan stated there was a page which was a portion of the County/Local General Retention Schedule (GEN) and this is really more informational. Mr. Corridan stated in the Audio, Video and General Media under GEN 10-43, Routine Surveillance Recordings, they modified the way the tapes could be destroyed after 30 days without the necessity of filing a Notice of Destruction if there was no evidence of illegal activity or activity captured was only an infraction. Luke Britt state this will probably be changed in the next Legislative session. Pam Bennett made a motion to adopt the changes

in GEN 10-43, Routine Surveillance Recordings in the County/Local General Retention Schedule (GEN), seconded by Mike Bozyski. Motion carried.

15-12-16-05

DIRECTOR'S REPORT

Mr. Corridan reported the inventory at the State Archives is being prepared for future importing into the AXAEM software in the first quarter of 2016.

Jim Corridan also stated at the January, 2016 meeting there will be an election of officers.

Jim Corridan reported he traveled last week to Arkansas to visit with the design architects on the Archives building and they saw their work and talked about revisions and how everything is going to fit together. At this point, Indiana University is still in the process of working with their neighbors to build support and the State Archives will likely be on Indiana Avenue from the IUPUI campus. Mr. Corridan stated at this point it is likely the building will be completed in 2018.

15-12-16-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULE(S)

The Oversight Committee on Public Records took the following action regarding retention and disposition schedules.

1. DEPARTMENT OF ADMINISTRATION

Procurement

A motion was made by Jim Corridan and seconded by Christopher Anderson to approve Schedule No. 1 as submitted. Motion carried.

2. DEPARTMENT OF CHILD SERVICES

Child Welfare

A motion was made by Pam Bennett and seconded by Jim Corridan to approve Schedule No. 2 as submitted. Motion carried.

3. INDIANA SCHOOL FOR THE BLIND

A motion was made by Mike Bozyski and seconded by Pam Bennett to approve Schedule No. 3 as submitted. Motion carried.

15-12-16-07

NEW BUSINESS

Luke Britt thanked Pam Bennett for her service on the Oversight Committee on Public Records and wished her well in her future endeavors. Jim Corridan stated Ms. Bennett has served on this Committee for 40 years. Ms. Bennett thanked everyone for their kind remarks.

15-11-18-08

ADJOURNMENT

There being no further business before the Committee, a motion was made by Erin Kellam and seconded by Christopher Anderson to adjourn. Motion carried. Meeting adjourned at 1:43 p.m.